



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY**  
**2480 LLEWELLYN AVENUE**  
**FORT GEORGE G. MEADE, MARYLAND 20755-5800**

REPLY  
ATTENTION OF

3 September 2002

POLICY STATEMENT NO. 27

PROCEDURE FOR SUBMITTING FORMS TO THE MEDICAL RECORDS REVIEW  
COMMITTEE

1. This policy concerns requests for establishment of new forms and revisions of existing forms that need to be approved by the MEDDAC Medical Records Review Committee (MRRC). The MRRC is responsible for reviewing and approving all MEDDAC forms, which includes MEDDAC overprints, that are intended to be filed in patient medical records.
2. Scope. This policy applies to the MEDDAC headquarters and all outlying U.S. Army health clinics (USAHCs).
3. The Medical Records Review Committee (MRRC). The MRRC normally meets at 1400 on the third Thursday of each month in the main conference room at Kimbrough Ambulatory Center (KACC). Barquist, Dunham, and Kirk USAHCs, and other outlying clinics if necessary, participate by teleconference. The MRRC is responsible for reviewing and approving all medically-oriented MEDDAC forms that will be filed in patient's medical records, to include those that are specific to any of the USAHCs. For a proposed form to be reviewed by the MRRC in a given month, it must be in the possession of the MRRC Recorder not later than the first duty day of that month, otherwise it will be held for the following month's meeting. Additionally, the MRRC will review a form only if a representative of the proponent office is present at the meeting, either physically or by teleconference.
4. How to submit forms for approval. Proponents will not submit their forms directly to the MRRC, but will submit their new or revised forms, along with a completed DD Form 67 for each form, to Mr. John Schneider, the MEDDAC's Forms Control Officer, as follows:
  - a. KACC: Directly to Mr. Schneider.
  - b. Barquist and Fort Indiantown Gap USAHCs: Thru the office of the clinic director to Mr. Schneider at KACC.
  - c. Kirk USAHC: Thru Myra Hartwig in Kirk's Information Management Division (IMD) to Mr. Schneider at KACC.
  - d. Dunham USAHCs: Thru Beverly Weaver in Dunham's IMD to Mr. Schneider.
  - e. Letterkenny and Defense Distribution Center USAHC: Thru the office of the clinic director and thru Beverly Weaver in Dunham's IMD to Mr. Schneider.

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5. The MMRC Recorder will contact proponents to inform them of when their forms will be reviewed by the committee, provided they, or their representatives, are present at the meeting (by teleconference for proponents at the outlying USAHCs).

//Original Signed By//  
JOAN P. EITZEN  
COL, AN  
Commanding

DISTRIBUTION:  
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